

February 2, 2006

MEMORANDUM

TO: Sheriffs
Regional Jail Superintendents

FROM: Bruce W. Haynes, Executive Secretary

SUBJECT: Additional Compensation Board Funding - FY2005 Reappropriations

I am pleased to report that the Compensation Board's request to reappropriate your FY05 General Fund carryover balance has been approved. As a result of this approval, the Compensation Board will now allow Sheriffs and Regional Jails to transfer vacancy savings to other areas of your budget to offset locality paid part-time or office/vehicle expenses, to purchase LiveScan units, upgrades or other equipment, or to fund other one-time, non-recurring costs in your office.

If you wish to transfer accrued vacancy savings, please take the following actions:

- If you wish to transfer funds to your equipment budget, submit a mid-year budget amendment (docket) request to the Compensation Board at <http://www.scb.virginia.gov/cbdocket1.cfm> no later than Monday, February 13th, 2006. All reasonable requests for PC's, VCIN, LiveScan or printers will be approved within current Compensation Board equipment funding policies, less the applicable fiscal stress factor.
- If you wish to transfer funds to your office/vehicle expense or part-time budget, enter a fund transfer request in COIN. Requests to transfer more than \$10,000 each month will require action by the Compensation Board, and must also be accompanied by a mid-year budget amendment (docket) request to the Compensation Board submitted at <http://www.scb.virginia.gov/cbdocket1.cfm> prior to docket cut-off each month for consideration at that month's board meeting. Your detailed docket request must correspond with the fund transfer entered in COIN. Requests to transfer more than \$10,000 will not be considered after the April monthly board meeting, and must be submitted no later than Monday, April 17, 2006.

Any vacancy savings transferred to another budget category must be expended in time to request reimbursement no later than the May, 2006 payroll reimbursement request.

Should you have any questions or need assistance, please contact Kimberlee Goins (City Sheriffs and Regional Jails) at (804) 225-3435, or via email at kimberlee.goins@scb.virginia.gov <<mailto:kimberlee.goins@scb.virginia.gov>>; or Rick Burkett (County Sheriffs) at (804) 225-3463, or via email at rick.burkett@scb.virginia.gov <<mailto:rick.burkett@scb.virginia.gov>>.

cc: Governing Bodies

Robyn de Socio, Assistant Executive Secretary

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